



STATE OF CALIFORNIA  
Department of Forestry and Fire Protection  
EXAMINATION ANNOUNCEMENT  
FIRE SERVICE TRAINING SPECIALIST III  
DEPARTMENTAL PROMOTIONAL  
SPOT: SACRAMENTO COUNTY



CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.  
VZ70 - 9090 6FS11

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Forestry and Fire Protection
WHO SHOULD APPLY	Applicants who meet the minimum qualifications. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of September 28, 2006, the final filing date.
HOW TO APPLY	Examination Applications STD. 678 must be filed with the Department of Forestry and Fire Protection by mail to P.O. Box 944246, Sacramento, California 94244-2460, attention Examination Unit, or in person at 1300 U Street, Sacramento, California.
FINAL FILING DATE	Applications must be postmarked no later than <b>September 28, 2006</b> . Applications postmarked after the final filing date will not be accepted for any reason.
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during <b>October/November 2006</b> .
SALARY RANGE	\$4883 - \$5898
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for the examination by <b>September 28, 2006</b>, the final filing date.</p> <p><b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.</p> <p>Pursuant to Government Code Section 18935(b), candidates with <u>permanent</u> status at the Fire Service Training Specialist III level or above, may not be eligible to apply for this examination.</p>
MINIMUM QUALIFICATIONS	<p><b>"Either" I</b></p> <p>One year of experience in the California state service performing the duties of a Fire Service Training Specialist, Range B.</p> <p><b>"or" II</b></p> <p>Five years' fire prevention or suppression experience in a recognized fire department, including at least three years in a supervisory capacity as a fire service instructor or in developing fire service curricula.</p>

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**Fire Service Training Specialist III**  
**(Cont'd.)**

<b>POSITION DESCRIPTION</b>	<p>The Fire Service Training Specialist III is responsible for the efficient operation of the California Fire Service Training and Education Program within an assigned region, including preparation of instructional materials and coordination with local training officers and fire administrators, community colleges, and other fire related agencies.</p>
<b>EXAMINATION INFORMATION</b>	<p>The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p> <p>The examination may utilize evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
<b>QUALIFICATIONS APPRAISAL INTERVIEW (Weighted 100%)</b>	<p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"><li>1. California Fire Service Training Programs.</li><li>2. State laws, rules, and regulations relating to the Office of the State Fire Marshal and California Fire Arson Training (CFAT) fund.</li><li>3. Fire prevention and protection standards.</li><li>4. Modern methods, equipment, and apparatus utilized by the fire service for fire suppression, prevention, and investigation.</li><li>5. Fire service instructional principles and methods used to develop, deliver, and evaluate curricula.</li><li>6. The purposes and functions of the Department of Forestry and Fire Protection.</li><li>7. Nationally recognized training standards and programs.</li><li>8. Group dynamics.</li><li>9. Interpersonal communications.</li><li>10. Fire suppression principles and methods.</li><li>11. Principles of combustion and causes of fires.</li><li>12. The Incident Command System (ICS) and task requirements of assignments under ICS.</li></ol> <p>B. Ability to:</p> <ol style="list-style-type: none"><li>1. Train subordinates.</li><li>2. Speak effectively with clear and concise expression.</li><li>3. Establish and maintain cooperative relationships with those contacted in the work.</li><li>4. Analyze situations accurately, reason logically, and implement an effective course of action.</li><li>5. Communicate effectively both orally and in writing.</li><li>6. Follow oral and written directions.</li><li>7. Demonstrate leadership.</li><li>8. Make oral presentations to groups of various sizes.</li><li>9. Interpret and apply laws, rules, regulations, and policies.</li><li>10. Work in a changing environment.</li><li>11. Establish priorities.</li><li>12. Prepare clear and concise reports, correspondence, and publications.</li><li>13. Develop and deliver effective fire service training programs including, but not limited to, fire service classes.</li><li>14. Deal tactfully and effectively with those contacted in all work.</li><li>15. Work in a group setting.</li><li>16. Effectively train others in the operation of fire props and simulator.</li><li>17. Work independently with minimal supervision.</li><li>18. Manage workload and time effectively.</li><li>19. Simultaneously complete multiple tasks.</li><li>20. Conduct investigations.</li></ol>

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**Fire Service Training Specialist III**  
**(Cont'd.)**

**QUALIFICATIONS**  
**APPRAISAL INTERVIEW**  
**(Weighted 100%)**  
**Cont'd**

- C. Skill to:
1. Read, write, and understand English to effectively apply State and Departmental laws, rules, regulations and policies relating to the Department of Forestry and Fire Protection.
  2. Analyze, review, and assess technical and administrative data to develop reports and other correspondence.
  3. Organize and prioritize workload.
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**ADDITIONAL**  
**DESIRABLE**  
**CHARACTERISTICS**

An Associate of Arts or Associate of Science Degree in Fire Science with supplemental courses in curriculum and resource development.

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**FELONY**  
**DISQUALIFICATION**

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

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**BACKGROUND**  
**INVESTIGATION**  
**INFORMATION**

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Forestry and Fire Protection background investigation may be required to undergo an additional background investigation.

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**CITIZENSHIP**  
**REQUIREMENT**

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

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**AGE REQUIREMENT**

Existing law provides that a peace officer must be at least 18 years of age at the time of appointment.

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**EDUCATION**  
**REQUIREMENT**

Existing law provides that a peace officer must be a high school graduate, pass the General Education Development (GED) Test including high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university.

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**VETERANS'**  
**PREFERENCE CREDITS**  
**AND CAREER CREDITS**

Veterans' preference credits and career credits are not granted in promotional examinations.

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**CONFIDENTIALITY AND**  
**SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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**GENERAL INFORMATION**

**For an examination** without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of written examination or oral interview fails to reach him/her prior to the day of the written test or interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Forestry and Fire Protection.

**If you meet the requirements**, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Forestry and Fire Protection** reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Riverside. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged onto the appropriate lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans' Preference Credits:** California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**Career Credits:** In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at

1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)